

Montana Department Of Public Health & Human Services	Policy
	SH CACFP 2000-8 Rev 3
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Termination & Disqualification of DCH
	Date Revised: 5/1/2011

### TERMINATION AND DISQUALIFICATION OF DAY CARE HOMES

When a day care home (DCH) is determined to be Seriously Deficient in the CACFP, and if the corrective action plan (CAP) is not satisfactorily completed to fully and permanently correct the Serious Deficiency/deficiencies in the timeframe provided, the sponsoring organization must issue a *Notice of Intent to Terminate* the DCH provider's CACFP participation. A copy of the administrative review procedure (appeal rights) must be included when a *Notice of Intent to Terminate* is issued to a DCH provider. The notice must be sent by certified mail and the sponsoring organization must record the date the certified mail is received by the DCH provider. A copy of the termination notice must be immediately forwarded to the State agency. The effective date of termination must not be stated in the *Notice of Intent to Terminate* until after the DCH's opportunity for an administrative review has passed, and must comply with federal regulation 7 CFR 226.16(l)(3)(F)(C)(v)

Payment for DCH provider claims for meals must continue to be paid during the termination process. If a DCH provider does not appeal or does not prevail through the administrative review process, the sponsoring organization must then proceed with termination. If DCH provider is terminated, their name as an individual(s) will be submitted to the State agency for placement on the CACFP National Disqualified List (NDL).